

Briefing for BPW Meeting \_\_\_\_\_

1.	State the BPW Agenda Item #	Secretary's Agenda/DBM/DGS/DoIT #
	Contact Name/Title/Phone	
2.	What: BRIEFLY describe the services or goods that are being submitted before the BPW (in layperson terms).	
3.	Why: EXPLAIN why the services or goods are necessary (again, in layperson terms).	
4.	How: DESCRIBE the procurement methodology used to procure said service/good.	<input type="checkbox"/> Competitive Sealed Proposal (CSP) <input type="checkbox"/> Competitive Sealed Bid (CSB) <input type="checkbox"/> Sole Source (SS) <input type="checkbox"/> Intergovernmental Cooperative Purchasing (ICP) <input type="checkbox"/> Preference Provider (PP) <input type="checkbox"/> Other
5.	Issues: DESCRIBE any out-of-the ordinary issues, followed by an explanation. Examples of these types of issues are: 1) Emergency items; 2) Extensions beyond current contract terms; 3) Selections that are not lowest bid; 4) Late Items (i.e. procurement that was not completed by the expiration date of existing contract); 5) Summary of Email exchanges with BPW staff regarding questions; 6) MBE issues; 7) Any other issue that would give BPW pause	